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|  | **CIE - BRITISH COUNCIL REGISTRATION FORM FOR**  **O Level, IGCSE, AS & A LEVEL EXAMS – October/November 2024** |

# Private candidates

**Candidate’s Photograph**

**Attach 2 Passport Photo**

**PLEASE READ BOTH SIDES OF THIS FORM CAREFULLY BEFORE YOU SIGN**

NOTE:

1. The British Council only registers candidates for Cambridge International Exams.
2. You must **no**t register for any subject with oral exam, course work or contains a practical component. These subjects include
   1. All A & AS Level Sciences subjects;
   2. IGCSE Options with practical component in Chemistry, Biology & Physics
   3. ICT
3. You **MUST** ensure that the entry details are accurate. Any changes made after the registration documents have been submitted to Cambridge may be charged a penalty.
4. Please ensure that you collect your Statement of Entries before the start of your exams. Kindly note that we will **not** be held responsible should you miss an exam as a result of not collecting your Statement of Entry.

**Please note:**you may be able to register for exams after the registration deadline, but there are additional fees for any late registration.

**How to Apply**

* Submitting your completed application via email address information@et.britishcouncil.org
* Pay for your exam
  + Payment can only receive by bank transfer. Please use the below bank details

***Account Name : British Council***

***Bank Name: Commercial Bank of Ethiopia***

***Account No: 1000004548446***

* Confirm the payment through sending the bank deposit slip to email information@et.britishcouncil.org
* British Council exam coordinator approve the entries on CIE system

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| ***Syllabus name*** | ***Syllabus code*** | ***Level (A, O Level, IGCSE, AS)*** | ***Option code*** | ***Component (papers)*** | ***Amount*** |
|  | ***Ensure that this code is accurate using the***  ***syllabus code book.*** | ***Indicate the correct level for each entry*** | ***(No exams with practical***  ***components will be offered)*** |  |  |
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# Candidate’s Particulars:

1. Family Name (Surname)
2. Other name(s)
3. P O Box Code Town
4. Mobile Tel. Number *(We may use this number to contact you in case of last minute changes.)* ***\*\*\* Please ensure it is accurate\*\*\*\****
5. Current School or Centre of Study
6. Date of Birth / / (*day/month/year)* **Gender:** Female / Male
7. Nationality:
8. E-mail address (if any). Please print clearly
9. ID/Passport Number **(All non-Ethiopian MUST attach a copy of their passport)**
10. How did you find out about British Council Cambridge School exam services?
11. Do you have any special needs due to health/medical conditions?

If yes, please specify your requirements below. Please note that **you must supply a full medical report supporting this request.** You must **also** see a member of the **Exams Team for submission of the special request**. Kindly do this before you leave. It is your responsibility to receive confirmation from the Exams Team of any special arrangements that you may require

**For Office use only**

**\*\* Viewed by Exams Team** – Name Signature

# FEE PAYMENT

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| CIE fee for O Level, IGCSE, AS Level and A Level (Please see the CIE Fee Price List for Private Candidates)  Amount Late entry fee if applicable **TOTAL TO BE PAID:** | Date fee was banked \_/ / \_\_\_ Total amount (transferred) The exam fee is correct YES/NO (tick one)  There is overpayment (**candidate must be given the refund form)**  There is underpayment **(registration will be pended until full fee is received)**  **Is there a special needs request? Has CST personally notified Exams Team?**  British Council Customer Service staffer who handled the registration + confirmed as accurate and complete  Name: Signature: |

**\*\* For Refund, please ask to see our Refunds Policy\*\***

**Disclaimer**

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council’s liability will be limited to the refund of the registration fee or re-testing at a later date. Please note that your data will be passed to Cambridge and other 3rd Parties.

Kindly note that electronic items are not allowed into the British Council premises or in the Exam Room

Please note that all certificates not collected within 2 years from the date of issue will be returned to Cambridge

***\*\*\*\*\* Please note that drinking of alcohol and under - age smoking is not permitted on the premises\*\*\*\*\****

***Candidate’s Signature Date***